

## 1) General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Started," and then click on "For AORs" (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package for the announcement ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OECA-OEJ-06-04, or the CFDA number 66.604, that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the top of the page and then to go EPA opportunities).

**Application Submission Deadline:** Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 pm October 23, 2006.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to <http://www.epa.gov/compliance/environmentaljustice/index.html> or go to <http://www.grants.gov> and click on "Find Grant Opportunities" at the top of the page and then click on "Browse by Agency" and select Environmental Protection Agency.

## 2) Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

- a) Application Forms (SF-424 Application for Federal Assistance and Key Contacts List)
- b) Workplan
- c) Other Information (One-Page Threshold Eligibility Form, Activity Timeline, Detailed Budget, Resumes of PI/PM and Other Key Personnel, and Proof of Non-profit Status)

The proposal/application package *must* include all of the following materials:

## **a) Application Forms**

- i) **Standard Form (SF) 424, Application for Federal Assistance.** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- ii) **Key Contacts List.** Complete the form. There are no attachments. **(See EPA Form 5700-54 Attached as Appendix C)**

Documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For these documents, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

## **b) Workplan**

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

**You must follow all the instructions under Section IV. B. 4, “Workplan,” of this proposal. If you do not carefully follow the instructions or if you fail to address any required element in the workplan, it may impact your ability to secure an award under this Program.**

For your workplan, you will need to attach an electronic file. Prepare your narrative proposal as described above in Section IV. B. 4 and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative

Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

**c) Other Required Documents**

- i) One-Page Threshold Eligibility Form.** The One-Page Threshold Eligibility Form can be found in Appendix A. Complete this form. This document must be in a readable format: PDF, MS Word, or Word Perfect WP 6/7/8 for Windows. Label this document “One-Page,” and submit it under “Other Attachments Form.”
- ii) Activity Timeline.** Provide a timeline in table format for your implementation targets. This section should simply summarize the key activities you plan to conduct throughout the two-year project period. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document “Activity Timeline,” and submit it under “Other Attachments Form.”
- iii) Detailed Budget.** You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized (see Appendix D&E). Your budget should be broken down for each year of your project. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document “Detailed Budget,” and submit it under “Other Attachments Form.”
- iv) Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel.** You must attach a resume of the PI/PM and any other key personnel named on the ‘Key Contacts List.’ Consolidate all resumes into one document, label this document “Resumes,” and submit it under “Other Attachments Form.”
- v) Project Performance Measures.** You must include: Project Performance Measures specific to your project. Label this document “Performance Measures,” and submit it under “Other Attachments Form
- vi) Proof of Non-profit Status.** An eligible applicant must be either: (1) a 501(c)(3) non-profit organization as designated by the Intern Revenue Service; OR (2) a non-profit organization recognized by the state, territory, commonwealth, or tribe in which it is located. Scan your proof of non-profit status, label this document, “Nonprofit,” and submit it under “Other Attachments Form.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Website. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov) or contact Ayako Sato at 202-564-5936 or email at [sato.ayako@epa.gov](mailto:sato.ayako@epa.gov).

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* [support@grant.gov](mailto:support@grant.gov)) within 30 days of the application deadline, please contact **Ayako Sato**. Failure to do so may result in your application not being reviewed.